

ATLANTIC REGION OFFICIAL MAIL BULLETIN

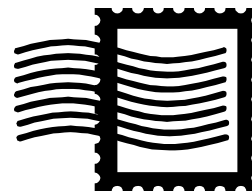
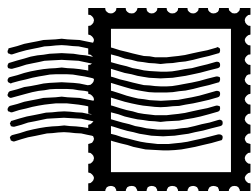
ISSUE # 32

SEP 2002



This bulletin is published by Regional Navy Mail Center, Fleet Industrial Supply Center, Norfolk VA. It is intended as a means to provide pertinent information about policies and procedures for preparing and distributing Official Mail & Material. Any questions concerning the information in this publication can be directed to Steve Murray, Director Of Postal Operations.

COMM: (757) 444-7203/7437 Ext 13 FAX: (757) 444-9796 E-mail: steve_j_murray@nor.fisc.navy.mil



NOTE FROM THE DIRECTOR

There are a lot of things going on this summer. Building construction continues at a snails pace; U.S. Post Office new postage rates went into effect 30 June; Mid-Atlantic Region continues with the Risk Mitigation Study, trying to make our installations a safer place to work and live; Fleet and Industrial Supply Center gets a new Commanding Officer in August; we are mid-way through the 4th quarter of the year and its time to start thinking about fiscal year 2003; its going to be a busy new year. We look forward to serving you.

Anthrax Detection

A letter from Executive Office of the President, Office of Science and Technology Policy, was recently released. This letter refers to the acquisition of Anthrax Detection Technologies. The content of this letter basically directs government agencies not to pursue the acquisition of equipment for the purposes of detecting the anthrax bacillus in the mail system. No equipment currently on the market is approved for use at this time.

GSA Mail Communications Policy Website

We are going to add this website to the links on our homepage. There is some good information provided by GSA. The website is <http://www.gsa.gov/mailpolicy>. Here are some of the things you will find:

- Mail Center Security Guide
- Briefing on Irradiated Mail
- Guidelines for Opening Irradiated Mail
- July 2002 GSA Advisory on Managing Anthrax Threats
- Anthrax Threat: Training on How to Respond

This website also includes information on some of the following items:

- Federal Mail Regulations
- Private Express Statutes
- Leading Practices

RNMC WEB PAGE

We have been averaging about 400 visits per month to the RNMC web page. In response to our Mid-Atlantic mail alert of 11 July we had over 700 visits to web page by the end of July. We hope the information you find and the many links to other mail associated areas is proving to be beneficial. If you have any comments or suggestions concerning the web page and its content, please forward them to me. We will continue to try and improve the content and format as long as you find it useful. Yes, I am going to make sure the quarterly bulletin is put up in a PDF format to make it easier to get to.

National Postal Forum

You still have time to get registered for the Postal Forum in Boston 22-25 September. It is a good forum for those of you managing larger mailrooms. Future forums are:

13-16 Apr 2003 New Orleans
21-24 Sep 2003 Kanas City
16-19 May 2004 Seattle

MAIL COM 2002

Annual fall conference and exhibition: October 15-17, Chicago, IL.
For more information: www.mailcom.org

New Manual

DOD Postal Manual (DOD 4525.6-M) has been signed and published. Hard copies are not yet available, but the manual is available on the web. You can find it at www.navsup.navy.mil. However, it's not easy to find. You must go through 4 links (Products and Services; Quality of Services; Quality of Life; and Postal). Once you reach postal, go to directives and forms. Lots of luck.

Receipt of Personal Mail Through an Official Mail Center

Attached is a letter from Naval Supply Systems Command, Program Manager for Navy Mail. It again emphasizes the restrictions on military and civilian employees receiving personal mail at their work address. The policy ensures DOD personnel and resources are not used to duplicate services the U.S. Postal Service (USPS), by law or agreement, is obligated to provide.

Mid-Atlantic Region is making this issue a major course of action in an attempt to reduce the volume of unauthorized mail. By doing so, Navy personnel may devote more time in screening and inspecting official mail.



MID-ATLANTIC REGION

Risk Mitigation

Commander, Navy Region Mid-Atlantic, has tasked area installation commands, Program Managers and other activity commanding offices to develop an anti-terrorism force protection risk mitigation plan to protect DOD personnel and assets within the Mid-Atlantic Region from acts of terrorism. Mitigation efforts shall focus on initiatives that make prudent use of available resources, optimum use of limited personnel and maximum use of technology. Plans are under development which will provide a higher degree of protection to all Navy assets under normal and/or heightened threat conditions. The U.S. mail, particularly in response to the distribution of the anthrax virus and the possible inclusion of small explosive devices, was selected as one of the eight major threats to be concentrated on.

Commanding Officer, Fleet and Industrial Supply Center Norfolk, as the Program Manager for Regional Mail Services is tasked with providing recommendations to the Mid-Atlantic Steering Group. Regional Navy Mail Center (RNMC) has been involved in the process since its promulgation. Each working group has presented several briefings to the Steering Group. Each group is in the process of further defining, in detail, each of their recommendations. The first recommendation deals with education and training of activity personnel and the DOD population. This effort deals with teaching everyone how to identify and handle suspicious mail. The training will be continuous and all mail orderlies/clerks will be required to attend refresher training on a periodic basis. The second recommendation deals with working with the U.S. Postal Service in order to allow RNMC to assume more responsibility for the final distribution of incoming mail to the intended addressee. The two recommendations, a more educated population and RNMC providing expanded screening and inspection of the mail prior to delivery, will greatly mitigate the risk of a mail piece causing injury or disruption to operations. We will be providing you with continuing updates as the process continues, proposals are approved and implementation dates established. If you have questions, give us a call and we will try our best to provide you with an answer.

Building Construction

Slow, slow, slow. That is all I can say about the project. The original completion date of 6 August is a dream not coming true. Unforeseen problems and red tape are pushing completion toward October. We are hoping this holds up. There will be some disruption in customers service during the month of August and probably again in September. We will have to move customer service entrance from the 3rd Ave side of the building (East side) to the West D St side (South side) of the building. We will post notices a couple days in advance of these moves.

Luncheon

We have a new site for the October 2002 Luncheon and I expect a big turn out from the folks at Oceana and Dam Neck. The October Luncheon will be held on Wednesday, 23 October 2002, at the Shifting Sands Club located at Fleet Combat Training Center Dam Neck. The Shifting Sands has a lunch buffet at a cost of \$5.50 per person, which includes beverage. I am told the food is outstanding...looking forward to a big turn out. We will also be having a special guest at the October luncheon. Mr. Alan Hass, Navy Official Mail Manager, from NAVSUP headquarters in Mechanicsburg will be joining us. Bring your questions and complaints about Navy Mail. I am sure Mr. Hass will enjoy hearing them. We will also be trying to get some one from the USPS to come and discuss the new tracibility of certified/registered mail, along with the delivery confirmation service.

New Mail Managers

PNC Mincey	USS Leyte Gulf
YN1 James Mattox	USS Jacksonville
LCDR J. Quinlan	VAW-120
YNC Donna Rivers	COMSUBLANT
YNC Derek Brown	USS Ronald Reagan
LT Hamilton	NAVDENCEN
LT Pyllis Wilcox	SOCJFCOM
YN1 Joseph Warren	USS Kaufman
YNC Maria Wallace	Desron-2
YNC W. Hart	VF-31
AZ1 Christian	AIMD Oceana
YN1 Tonia Williams	VF-213
YNC R. Zuellig	ACU-4
LCDR Joseph Correia	TACRON-21

Address Changes

Naval Atlantic Meteorology & Oceanographic Detachment
Oceana Component Chambers Field
Short Title: NLMOD Oceana Chambers Field

Old 1036 Tower St
Norfolk VA 23511-2220

New 8610 Air Cargo Rd
Norfolk VA 23511-4412

Naval Air Station Oceana, Air Det Norfolk
Short Title: NAS Oceana Air Det NORVA

Old 1036 Tower St
Norfolk VA 23511-2219

New 8610 Air Cargo Rd Ste 220
Norfolk VA 23511-4411

Naval Medical Center PSY Department
Short Title: NAVMEDCTR PSY Dept

Old 6504 Hampton Blvd Ste 226
Norfolk VA 23508-1274

New 1683 Gilbert St Ste 351
Norfolk VA 23511-2735

Navy Region Mid-Atlantic Regional Comptroller
Short Title: NAVMIDLANT RRSO

Old 1682 Piersey St
Norfolk VA 23511-2815

New 6504 Hampton Blvd
Norfolk VA 23511-1276

New Activities

Regional Safety Office NAS Oceana
1750 Tomcat Blvd Ste 2170
Virginia Beach VA 23460-2122

NAVMIDLANT FFSO
1682 Piersey St
Norfolk VA 23511-2815

Name Change

Old Name: AIMD Oceana

New Name: COMFITWINGLANT Det AIMD Oceana

Old Name: AIMD Norfolk

New Name: COMAEWWINGLANT Det AIMD Norfolk

Old Name: Second Naval Construction Brigade

New Name: Commander First Naval Construction

Division/Naval Construction Forces Command.

Short Title: COMFIRSTNCD/COMNAVCONFORCUM

Official Mail Manager of the Quarter

Ms Donna Kerley representing NETPDTC Regional Electronic Media Center located at Dam Neck was selected as the Mid-Atlantic Regional Official Mail Manager of the Quarter. Congratulation Ms. Kerley.

No Picture available

REGIONAL NAVY MAIL CENTER

BRANCH OFFICE

NAVAL AIR STATION OCEANA



Mr. Don Hill and Mr. Tim Anderson are responsible for the mail operations at NAVAL AIR STATION OCEANA. They provide daily service to 93 tenant activities. Their dedication to customer service helped ensure the timely and efficient delivery and dispatch of over 300,000 pieces of mail last quarter.

Fleet Information

On 16 May Regional Navy Mail Center (RNMC) forwarded to all administrative offices aboard Atlantic Fleet Surface ships a letter detailing the CINCLANTFLT Official Mail Program. These topics were covered:

- a. Official Meter Program
- b. Ships Newsletters
- c. Official Mail Assist Visits
- d. Stamp Stock

All ships need to review these items to ensure they are in compliance with new regulations and policy. There is currently some misunderstanding concerning the issuance of an official mail meter by the RNMC prior to a ships deployment. These meters and/or meter heads are the property of the RNMC and must be returned each time a ship returns to its homeport of Norfolk or Mayport. Our newly implemented assist visits to the Admin office have turned up several ships still maintaining stamp stock for official mail. Proper inventory, auditing and reporting of this stamp stock was not being accomplished. Ships should not be purchasing stamp stock, with the exception of emergencies while deployed.

On 12 August 2002, RNMC kicked off the first Postal Clerk Refresher Training Class for east coast PC's. The course will graduate its first 21 students on 6 September 2002. This is a prototype school and is being evaluated by CINCLANTFLT, NAVSUPSYSOM, and CNET. We are hoping that the classes can be continued on a regular basis.

Inport Service

All ships in Norfolk and Little Creek excluding carriers are eligible for daily mail service. If your ship desires daily pier side service, a letter from the ships SUPPO should be sent to the Regional Navy Mail Center detailing the request. Sorry, but pier side service is not available at Norfolk Naval Shipyard or any civilian shipyards.



SOUTHEAST REGION

The Southeast Region is the most widely dispersed geographically of all three regions. It's boundaries are Charleston, SC to the North, Gulfport, MS to the west and Roosevelt Roads, Puerto Rico to the South.

MAIL PROCESSING EQUIPMENT

Prior to leasing or purchasing new mail processing equipment, consult with the DON, CLINC and Region OMMs.

COMMAND OFFICIAL MAIL MANAGERS

Host commands providing official mail support to other area commands must have a current copy of the letter of designation for their OMM.

DATA REQUIREMENT

Please ensure you submit your quarterly mail volume and expenditures reports within the time frame specified. I will continue to send a template via email to use for this reporting requirement, just complete it and email it back to me. This is a federal requirement so it must be done.

OTHER AREAS OF INTEREST

- Continue to mail smarter...our budget is getting smaller and smaller. We must continue to review our mailing policies to ensure we are mailing at the most economical means possible but not at the expense of quality service.
- Anyone holding the old penalty postage stamps needs to get rid of them. You can either use them on your mail or see if there is anyone in the regions that might be able to use them.
- Please ensure that your mailrooms have a copy of the DOD Official Mail Instruction (DOD 4525.8-M) on hand.
- I need to keep my directory of the name of OMMs and mailroom supervisors current...when there is a change please let me know.



NORTHEAST REGION

The Northeast Region includes the states of New York, New Jersey and all of New England.

WELCOME

The Northeast Region welcomes our new Postal Team Member, PCC(SW) Jim Weber reporting from the USS Carl Vinson (CVN-70). Chief Weber brings with him an overwhelming amount of experience and expertise in postal operations that will provide the entire Northeast Region with the cornerstone of postal operation improvements in the coming months. He plans on visiting each site during the Region SMA assessment periods assisting Mr. Preston in providing recommendations and insight to your postal operations. You may contact him with your questions or concerns regarding postal operations at DSN 694-3573, he is looking forward to meeting the Northeast Region Postal Team.

Mid Atlantic Region
Official Mail Manager's Luncheon

Place: Shifting Sands
Beach Club
Fleet Combat Training
Ctr Dam Neck

Directions:
Dam Neck Road, through
the main gate. Club is
straight ahead.

Date: Wednesday, 23 October 2002
Time: 11:30 - 1300

MENU

Buffet

Price \$5.50

SPECIAL GUEST: Mr. Al Hass, Navy Official Mail Manager

Only the first 50 people are guaranteed a seat. Get your reservations in early.

You can fax, mail or e-mail your reservation

Name _____

Phone # _____

Command _____

E-Mail _____

I will/will not attend the luncheon.
(circle one)

RESERVATIONS MUST BE IN BY 21 OCTOBER 2002

RETURN TO: STEVE MURRAY
REGIONAL NAVY MAIL CENTER
9225 THIRD AVE
NORFOLK VA 23511-2324
FAX #: 444-9796
E-mail: steve_j_murray@nor.fisc.navy.mil



DEPARTMENT OF THE NAVY
NAVAL SUPPLY SYSTEMS COMMAND
5450 CARLISLE PIKE
PO BOX 2050
MECHANICSBURG PA 17055-0791

TELEPHONE NUMBER
COMMERCIAL
AUTOVON

INPLY REFER TO:
5218
Ser 54A/39

SEP 13 2002

From: Commander, Naval Supply Systems Command

Subj: RECEIPT OF PERSONAL MAIL THROUGH AN OFFICIAL MAIL CENTER

Ref: (a) DOD 4525.8-M (DOD Official Mail Manual

1. In accordance with reference (a), chapter 2, paragraph C2.17.1, activity employees are not authorized to receive or send personal mail through an official mail center. The restrictions only apply to Continental United States installations. Exceptions are listed in paragraph 3.

2. This policy ensures DOD personnel and resources are not used to duplicate services the U.S. Postal Service (USPS), by law or agreement is obligated to provide.

3. Personnel residing in on base housing (family quarters or bachelor quarters) or residing off base where USPS provides delivery service must receive personal mail at their residence. There are exceptions to this policy.

(a) All mail bearing an official Federal Government return address must be delivered to the addressee.

(b) Unaccompanied personnel living in bachelor quarters on installations where the USPS does not deliver mail are authorized to receive personal mail at their workspace through the serving official mail center.

(c) Military personnel, their family members, and DOD civilians transferring from one location to another under permanent change of station official orders may receive mail through the mail center until a permanent address has been established. This authorization is normally for a 120-day period.

4. The policy restricting receipt of personal mail through a mail center has been in effect for many years, but not enforced at some mail centers. This restriction is important for the reasons mentioned in paragraph 2, and because of the events of the past year.

5. Upon receipt of this letter, notify all unauthorized civilians and military personnel receiving personal mail at their workspace they must contact their correspondents to advise them of a home address to send mail. With the exception of personnel who have just reported for duty, unauthorized individuals should be allowed no more than 60-days to change their address.

Subj: RECEIPT OF PERSONAL MAIL THROUGH AN OFFICIAL MAIL CENTER

6. Direct questions on the receipt of personal mail to Mr. Alan L. Hass, 717-605-5894 or DSN 430-5894.


DEMETZKY
direction

Distribution:
NAVSUP Field Activities